Note: All Elections Observers must wear a mask to observe in person.

Election Observer Guidelines

The Election Observer Guidelines cover observation activities in the Registrar of Voters' ("ROV") Office as well as pre-election preparation, Election Day operations, ballot processing, central tabulation, canvass, and recounts. *If an observer violates these guidelines, they will be asked to leave.* For the safety of visitors and our staff, the State and Santa Clara County Health Officer orders and guidelines will be strictly enforced.

General Rules for Observers

- The ROV personnel *will issue a badge* to observers to wear while in the office. Observers must return their badges before leaving the ROV.
- The ROV will accommodate requests for observation and requests to enter and leave subject to the availability of ROV personnel.
- To avoid disruption of election processes, observers should maintain a professional manner, and keep conversations to a minimum (at the lowest possible volume).
- So that the ROV can allocate resources appropriately, persons or groups wishing to observe should contact our office *at least 24 hours* in advance.
- Use of cameras to photograph or record video *is prohibited* unless specific prior approval has been granted by the Registrar of Voters. Approval may be granted subject to the judgment of ROV management that doing so will not impede any work processes, jeopardize the confidentiality of voter information, or jeopardize the security and safety of the voting process. Approval will generally be granted only for a limited duration of time and be restricted to wide-shot angles that do not closely focus on individual ballots, election materials, or workstations.
- To protect the security of election systems and preserve the confidentiality of voter information, all other use of electronic devices (including but not limited to computers, tablets, cell phones, radios, and audio recorders) by observers *is prohibited.*
- The Office of the Registrar of Voters is strictly non-partisan. Please *avoid partisan comments and discussions* while in the Department.
- Observers may not communicate with voters (within 100 feet of the entrance to a Vote Center) regarding the casting of a vote or speak to a voter regarding his or her qualifications to vote.
- Observers may not physically handle any voting materials, including paper ballots, electronic ballot cartridges, or ballot containers or equipment.

- Observers may not enter secured or restricted areas of the ROV unless accompanied by authorized ROV personnel.
- ROV personnel will oversee all observations.
- Observers may not disrupt the working environment of the ROV personnel.
- Observers may not interfere with the judgment of the elections official.
- Observers may not sit at the official worktables and/or rearrange tables or chairs.
- Observers may not make physical contact with election personnel and must follow ROV staff instructions regarding physical distance from election personnel.
- Observers may not eat or drink in the ROV.
- If an observer makes a challenge, he or she may ask the staff to stop processing. The observer must then address his/her challenge to the manager, supervisor, or lead.
- Observers may not talk directly with staff performing work but must instead direct all questions regarding the election processes to a manager, supervisor, lead, or other designated personnel.
- Observers may not prevent other observers from observing a process or materials.
- Observers may not display any election material or wear campaign badges, buttons, or apparel.
- Observers may not wear the uniform of a peace officer, a private guard, or security personnel.

In-Office Remote Viewing

For the safety of the public and our staff, the ROV will be conducting in-office remote viewing. Observers will be stationed in a conference room where they will be able to view election processes on a monitor transmitted by camera.

- All "General Rules for Observers" apply for remote viewing.
- Remote viewing is subject to availability due to limited personnel and equipment, please schedule an appointment at least 24 hours in advance, if possible.
- The Remote Viewing conference room is *limited* to 5 observers and 1 observer attendant. Due to time constraints and limited space we will accommodate observers from different parties in the conference room. For example, if 10 people arrive without an appointment from 5 different organizations, we will allow one person per group to observe in the conference room. If there are additional groups, the ROV personnel will provide a waiting list.
- Photographing or otherwise recording the in-office remote viewing, ROV personnel, and ROV facilities is not allowed unless prior approval is granted by the Registrar of Voters.

Video Conference Remote Viewing

For the safety of the public and our staff, the ROV will be conducting remote viewing sessions through ZOOM video conferencing. Observers will be able to view election processes from their own homes. To protect the privacy of the public and our staff, the video feed will show wide-angle views of election processes and recording video and audio from a "Remote Viewing" session is *not allowed.* A link will be provided to observers in advance.

- All applicable "General Rules for Observers" apply for remote viewing.
- Remote viewing is subject to availability due to limited personnel, equipment, and conference room availability. Please schedule an appointment at least 24 hours in advance, if possible.
- Recording video and audio from a session is not allowed.
- Remote viewing is limited to 45 minutes for each *observing station*. To best accommodate all observer requests, other observers may join existing appointments online and in-office.
- Remote viewing is *limited* to wide-angle shots.
- Remote Viewing *observing stations* include:
    - Vote by Mail Processing
        - Ballot opening and flattening
        - Signature verification
        - Sorting machines
        - Ballot duplication
        - Adjudication
    - Election Logistics & Voting Systems
        - Ballot counting
    - Voter Registration Division
        - Provisional voter processing

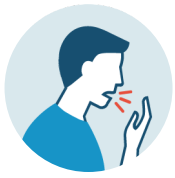
  These stations will not all be available for remote viewing at the same time and will depend upon staffing availability and timing.

- If a manager or supervisor is not available to answer any questions, we will follow up with an answer to your question through email. Please email questions to registrar@rov.sccgov.org.

TO PREVENT THE SPREAD OF COVID-19

Do not enter the facility if you have COVID-19 symptoms.

Fever



Cough

Diarrhea

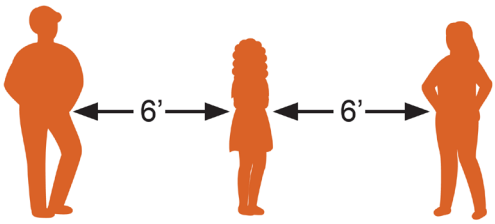
Headache

Muscle aches

Shortness of breath

Unexplained loss of taste of smell

Maintain a minimum six-foot distance from others, including when in line.



Sneeze and cough into a cloth or tissue or, if not available, into your elbow.

Face coverings required to enter (except for very young children and people exempt based on medical condition or disability).

Do not shake hands or engage in any unnecessary physical contact.

Posting this sign does not replace the County requirement to implement your full social distancing protocol.

Adapted with permission from King County Design and Civic Engagement.

Santa Clara County PUBLIC HEALTH